

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM010	Mgr, Accounting/Financial Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

Job Summary

Manages the accounting and financial operations of a unit, department or agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Directs subordinate supervisors and staff.

Entry Qualifications

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Three years of professional level experience in accounting and/or a closely related fiscal activity, One year of which in a supervisory, administrative or lead worker role. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM011	Mgr 2, Account/Financial Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

Job Summary

Leads the accounting and financial operations of a unit, department or agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Directs subordinate supervisors and staff.

Entry Qualifications

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Four years of professional level experience in accounting and/or a closely related fiscal activity, Two years of which in a supervisory, administrative or lead worker role OR One year of experience required at the lower level Mgr, Accounting/Financial Svcs (FIM010) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM012	Sr Mgr, Account/Financial Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	O

Job Summary

Directs the accounting and financial operations of an agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Manages subordinate supervisors and staff.

Entry Qualifications

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Five years of professional level experience in accounting and/or a closely related fiscal activity, Three years of which in a management/supervisory role OR One year of experience required at the lower level Mgr 2, Account/Financial Svcs (FIM011) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM013	Sr Mgr 2, Account/Finance Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	P
Job Summary Plans the direction for accounting and financial operations of an agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Manages subordinate managers and staff.			Entry Qualifications Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Five years of professional level experience in accounting and/or a closely related fiscal activity, Three years of which in a management/supervisory role OR One year of experience required at the lower level Sr Mgr, Account/Financial Svcs (FIM012) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM014	Dir, Accounting/Financial Svcs	Mid Level Mgr	Director	Officials and Administrators	SWD	Q
Job Summary Oversees the accounting and financial operations of a unit, department or agency. Recommends and implements accounting policies and procedures in accordance with government regulations. Provides leadership to subordinate managers and staff.			Entry Qualifications Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Six years of professional level experience in accounting and/or a closely related fiscal activity, Four years of which in a management/supervisory role OR One year of experience required at the lower level Sr Mgr 2, Accounting/Financial Svcs (FIM013) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM020	Mgr, Revenue	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	L
Job Summary Manages the operations of a tax, audit or collection division. Develops and implements departmental policies and procedures. Directs subordinate supervisors and staff.			Entry Qualifications Bachelor's degree in a related area from an accredited college or university AND Three years of related experience OR One year of required experience at the lower level Auditor/Examiner Spv (FIP033) or position equivalent.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM021	Mgr 2, Revenue	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M
Job Summary Leads the operations of a large tax, audit or collection division. Develops and implements departmental policies and procedures. Directs multiple subordinate supervisors and teams.			Entry Qualifications Bachelor's degree in a related area from an accredited college or university AND Two years of related supervisory experience OR Two years of experience required at the lower level Mgr, Revenue (FIM020) or position equivalent.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM022	Sr Mgr, Revenue	Front Line Mgr	Senior Manager	Professionals	SWD	N

Job Summary

Directs tax collection and tax auditing activities. Develops and implements departmental policies and procedures. Directs subordinate managers and staff.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Four years of related supervisory/management experience OR Four years of management experience required at the lower level Mgr 2, Revenue (FIM021) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM023	Sr Mgr 2, Revenue	Front Line Mgr	Senior Manager	Officials and Administrators	SWD	O

Job Summary

Plans large or highly specialized tax collection and tax auditing activities. Develops and implements departmental policies and procedures. Provides leadership to subordinate managers and staff.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Four years of related supervisory/management experience OR Four years of management experience required at the lower level Sr Mgr, Revenue (FIM022) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM030	Mgr, Budget	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

Job Summary

Manages activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Directs subordinate supervisors and staff.

Entry Qualifications

Bachelor's degree in public administration, business administration, accounting, finance or a related field from an accredited college or university AND Three years of experience in general management, accounting or budgeting OR Seven years of experience in general management, accounting, management analysis or budgeting. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM031	Sr Mgr, Budget	Front Line Mgr	Senior Manager	Professionals	SWD	O

Job Summary

Directs activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Directs subordinate managers and staff.

Entry Qualifications

Bachelor's degree in public administration, business administration, accounting, finance or a related field from an accredited college or university AND Four years of experience in general management, accounting or budgeting OR Eight years of experience in general management, accounting, management analysis or budgeting. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM032	Dir, Budget	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	Q

Job Summary

Oversees activities related to budget preparation and procurement. Supervises the preparation, maintenance and management of an overall agency or division budget. Provides leadership to subordinate managers and staff.

Entry Qualifications

Bachelor's degree in public administration, business administration, accounting, finance or a related field from an accredited college or university AND Six years of experience in general management, accounting or budgeting, Two years of which in fiscal analysis work in a budget function. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM040	Mgr, Investment	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	P

Job Summary

Manages (in accordance with State Depository Board policies) all Treasury statewide funds transfer, accounting activities and record-keeping systems including, but not limited to, all agency allotment funding, all Treasury investment activity, funding of all General Obligation debt obligations and funding of statewide local government investment pools. Manages support staff.

Entry Qualifications

Bachelor's degree in accounting, finance or business administration from an accredited college or university AND Four years of professional accounting experience with investments, securities, and bond issues, Two years of which in a supervisory role.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM041	Sr Mgr, Investment	Front Line Mgr	Senior Manager	Professionals	SWD	Q

Job Summary

Directs all aspects of investing state general funds, state-wide local government investment pools, GSFIC unspent bond proceeds and other statewide funds. In consultation with the State Treasurer and Deputy State Treasurer, develops and implements the states investment strategy for all Treasury managed assets. Performance of job duties requires analysis of complex fixed-income securities, financial market conditions and investment performance. Some incumbents may perform the accounting processes, other incumbents will perform the actual investing responsibilities. Manages support staff.

Entry Qualifications

Bachelor's degree in accounting, finance or business administration from an accredited college or university AND Six years of professional level experience with investments, securities and bond issues, Three years of which in a managerial role.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIM042	Dir, Investment	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	R

Job Summary

Oversees all aspects of investing state general funds, state-wide local government investment pools, GSFIC unspent bond proceeds and other statewide funds. In consultation with the State Treasurer and Deputy State Treasurer, develops and implements the states investment strategy for all Treasury managed assets. Performance of job duties requires analysis of complex fixed-income securities, financial market conditions and investment performance. Manages support staff.

Entry Qualifications

Bachelor's degree in accounting, finance or business administration from an accredited college or university AND Eight years of professional level experience in financials or a closely related field, Six years of which in a managerial role dealing with investments, securities and bond issues in the public sector.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP010	Budget Analyst 1	Professional	Professional	Professionals	SWD	I

Job Summary

Under supervision, develops, prepares, analyzes and/or revises budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review.

Entry Qualifications

Associate's degree in public administration, business administration, accounting, finance or related field from an accredited college or university OR Two years of fiscal analysis experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP011	Budget Analyst 2	Professional	Professional	Professionals	SWD	J

Job Summary

Under general supervision, develops, prepares, analyzes and/or revises budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review.

Entry Qualifications

Bachelor's degree in public administration, business administration, accounting, finance or related field from an accredited college or university OR Associate's degree in public administration, business administration, accounting, finance or related field from an accredited college or university AND Two years of fiscal analysis experience OR Four years of fiscal analysis experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP012	Budget Analyst 3	Professional	Professional	Professionals	SWD	L
Job Summary Under broad supervision, develops, prepares, analyzes and/or revises large or complex budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management. May serve as lead worker.			Entry Qualifications Bachelor's degree in public administration, business administration, accounting, finance or related field from an accredited college or university AND Two years of fiscal analysis experience OR Associate's degree in public administration, business administration, accounting, finance or related field from an accredited college or university AND Four years of fiscal analysis experience OR Two years of experience required at the lower level Budget Analyst 2 (FIP011) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP013	Budget Analyst Spv	Supervisor	Supervisor	Professionals	SWD	M
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees, develops, prepares, analyzes and/or revises large or complex budgets and supporting schedules for assigned organizations or program areas. Performs review and analysis of budget program and policy issues, analyzes financial trends or proposed legislation and recommends appropriate courses of action to management.			Entry Qualifications Bachelor's degree in public administration, business administration, accounting, finance or related field from an accredited college or university AND Three years of fiscal analysis experience OR Associate's degree in public administration, business administration, accounting, finance or related field from an accredited college or university AND Five years of fiscal analysis experience. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP020	Accountant 1	Professional	Professional	Professionals	SWD	H
Job Summary Under supervision, analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss or other financial activities within an agency. Records financial transactions, reconciles accounting records and prepares reports.			Entry Qualifications Bachelor's degree in accounting from an accredited college or university OR Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence. Note: Some positions may require certifications.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP021	Accountant 2	Professional	Professional	Professionals	SWD	I
Job Summary Under general supervision, analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss or other financial activities within an agency. Evaluates, audits and maintains accounts and transaction processing to ensure GAAP compliance.			Entry Qualifications Master's degree in accounting from an accredited college or university OR Bachelor's degree in accounting from an accredited college or university AND One year of professional accounting experience OR Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university AND One year of professional accounting experience. Note: Some positions may require certifications.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP022	Accountant 3	Professional	Professional	Professionals	SWD	K

Job Summary

Under broad supervision, performs or oversees the development, implementation and monitoring of accounting activity for a department or agency. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports.

Entry Qualifications

Master's degree in accounting from an accredited college or university AND One year of professional accounting experience OR Bachelor's degree in accounting from an accredited college or university AND Two years of professional accounting experience OR Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university AND Three years of professional accounting experience. Note: Some positions may require certifications.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP023	Accountant 4	Professional	Professional	Professionals	SWD	L

Job Summary

Under limited supervision, performs or oversees the development, implementation and monitoring of accounting activity for a department or agency. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports. May also serve in a lead role.

Entry Qualifications

Master's degree in accounting from an accredited college or university AND Two years of professional accounting experience OR Bachelor's degree in accounting from an accredited college or university AND Three years of professional accounting experience OR Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university AND Four years of professional accounting experience. Note: Some positions may require certifications.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP024	Accountant Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the development, implementation and monitoring of accounting activity for a department or agency. Supervises and plans work of assigned staff. Analyzes financial information and programs, identifies financial trends, makes recommendations to management and prepares a full range of financial reports, including specialized or non-standard reports.

Entry Qualifications

Master's degree in accounting from an accredited college or university AND Three years of professional accounting experience OR Bachelor's degree in accounting from an accredited college or university AND Four years of professional accounting experience OR Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university AND Five years of professional accounting experience. Note: Some positions may require certifications.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP030	Auditor/Examiner 1	Professional	Professional	Professionals	SWD	I

Job Summary

Under supervision, audits, examines and analyzes accounting records to determine the financial condition or compliance with tax code of an assigned organization or program. In a learning capacity, prepares financial reports concerning operating procedures.

Entry Qualifications

Bachelor's degree in business administration or a related field from an accredited college or university OR Three years of experience in a related area.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP031	Auditor/Examiner 2	Professional	Professional	Professionals	SWD	J
Job Summary Under general supervision, audits, examines and analyzes accounting records to determine the financial condition or compliance with tax code of an assigned organization or program. Prepares financial reports concerning operating procedures and ensures each organizations or programs compliance with applicable standards, laws, rules and regulations.			Entry Qualifications Masters degree in business administration or a related field from an accredited college or university OR Bachelor's degree in business administration or a related field from an accredited college or university AND One year of related experience OR Four years of experience in a related area OR One year of experience required at the lower level Auditor/Examiner 1 (FIP030) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP032	Auditor/Examiner 3	Professional	Professional	Professionals	SWD	K
Job Summary Under broad supervision, leads, plans and/or conducts the financial or tax audits of assigned organizations or programs and determines scope of investigation required. Auditors at this level generally work in one or more specialized areas of knowledge and conduct non-standard audits, complex or detailed audits or special investigations. May serve as lead worker.			Entry Qualifications Master's degree in business administration or a related field from an accredited college or university AND One year of related experience OR Bachelor's degree in business administration or a related field from an accredited college or university AND Two years of related experience OR Five years of experience in a related area OR One year of experience at the lower level Auditor/Examiner 2 (FIP031) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP033	Auditor/Examiner Spv	Supervisor	Supervisor	Professionals	SWD	L
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees, plans and conducts advanced level financial or tax audits of assigned organizations or programs. Establishes goals, objectives, and audit priorities, and recommends changes in rules and procedures. Auditors at this level generally oversee a full range of audits and are responsible for developing audit standards, investigating and resolving official complaints or grievances, monitoring problem institutions, providing expert testimony, etc.			Entry Qualifications Master's degree in business administration or a related field from an accredited college or university AND One year of related experience OR Bachelor's degree in business administration or a related field from an accredited college or university AND Two years of related experience OR Six years of experience in a related area OR One year of experience required at the lower level Auditor/Examiner 3 (FIP032) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP040	Payroll Spec 1	Professional	Professional	Professionals	SWD	H
Job Summary Under supervision, accountable for the payroll function and related programs or processes. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations and oversees technical support, customer support and problem resolution.			Entry Qualifications Bachelor's degree in a business related field from an accredited college or university OR Associate's degree in a related field from an accredited college or university OR Two years of payroll or related accounting experience.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP041	Payroll Spec 2	Professional	Professional	Professionals	SWD	I

Job Summary

Under general supervision, responsible for the payroll function and related programs or processes. Specialist must be able to perform in a variety of specialized functions and ensures timely administration, reconciliation and compliance of all payroll processing functions. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations, and oversees technical support, customer support and problem resolution.

Entry Qualifications

Bachelor's degree in a business related field from an accredited college or university OR Associate's degree in a related field from an accredited college or university AND Two years of payroll or related accounting experience OR Four years of payroll or related accounting experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP042	Payroll Spec 3	Professional	Professional	Professionals	SWD	K

Job Summary

Under broad supervision, supervises the payroll function and related programs or processes. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations and oversees technical support, customer support and problem resolution.

Entry Qualifications

Bachelor's degree in a business related field from an accredited college or university AND One year of accounting or payroll experience OR Associate's degree in a related field from an accredited college or university AND Three years of payroll or accounting related experience OR Five years of payroll or accounting related experience OR One year of experience required at the lower level Payroll Spec 2 (FIP041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP043	Payroll Spec Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages payroll operations and related transactions for a large unit, agency, government entities or programs. Administers and interprets policies and government regulations and advises management on law changes or proposed legislation affecting payroll processes.

Entry Qualifications

Bachelor's degree in a business related field from an accredited college or university AND Two years of accounting or payroll related experience OR Associate's degree in a related field from an accredited college or university AND Four years of payroll or accounting related experience OR Six years of payroll or accounting related experience AND One year of experience as a supervisor over payroll functions OR One year of experience required at the lower level Payroll Spec 3 (FIP042) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP050	Grants Spec 1	Professional	Professional	Professionals	SWD	J

Job Summary

Under supervision, prepares or consults on the preparation of grant proposals. Administers ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares or assists with preparation of requests for proposals.

Entry Qualifications

Bachelor's degree in business, public administration, finance or related areas from an accredited college or university OR Four years of experience in grants management, public funds administration, accounting or a closely related area. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP051	Grants Spec 2	Professional	Professional	Professionals	SWD	K

Job Summary

Under general supervision, prepares or consults on the preparation of grant proposals. Administers ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares or assists with preparation of requests for proposals.

Entry Qualifications

Bachelor's degree in business, public administration, finance or a related field in area of assignment from an accredited college or university AND One year of experience in grants management, public funds administration, accounting or a related area OR Five years of experience in grants management, public funds OR One year of experience required at the lower level Grants Spec 1 (FIP050) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP052	Grants Spec 3	Professional	Professional	Professionals	SWD	L

Job Summary

Under broad supervision, prepares or consults on the preparation of complex grant proposals. Administers ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares requests for proposals. May also serve in a lead role.

Entry Qualifications

Bachelor's degree in business, public administration, finance or related field from an accredited college or university AND Two years of experience in grants management, public funds administration, accounting or a closely related area OR One year of experience required at the lower level Grants Spec 2 (FIP051) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP053	Grants Spec Spv	Supervisor	Supervisor	Professionals	SWD	M

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the preparation of a full range of grant proposals. Administers and oversees ongoing grant programs and related funds. Researches service needs and compatible funding sources and prepares grant proposals or contracts.

Entry Qualifications

Bachelor's degree in business, public administration, finance or related areas from an accredited college or university AND Three years of experience in grants management, public funds administration, accounting or a closely related area OR One year of experience required at the lower level Grants Spec 3 (FIP052) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP060	Financial Analyst 1	Professional	Professional	Professionals	SWD	H

Job Summary

Under supervision, performs professional level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. May coordinate the design or implementation of financial/ accounting/budget-related systems and reports.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university OR Associate's degree in a related area from an accredited college or university AND One year of experience in a related area OR One year of professional experience in general accounting, billing and collection systems and/or claims.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP061	Financial Analyst 2	Professional	Professional	Professionals	SWD	J

Job Summary

Under general supervision, performs professional level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. May coordinate the design or implementation of financial/accounting/budget related systems and reports.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND One year of professional experience in a related area OR Associate's degree in a related area from an accredited college or university AND Two years of experience in a related area OR Two years of professional experience in general accounting, billing and collection systems and/or claims.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP062	Financial Analyst 3	Professional	Professional	Professionals	SWD	L

Job Summary

Under broad supervision, performs advanced level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. Leads and coordinates the design or implementation of financial/accounting/budget related systems and reports. Enforces compliance with laws and regulations governing financial instruments, taxes, real estate and securities transactions. May also serve in a lead role.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Two years of professional experience in a related area OR Associate's degree from an accredited college or university AND Three years of experience in a related area OR Four years of professional experience in general accounting, billing and collection systems and/or claims.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP063	Financial Analyst Spv	Supervisor	Supervisor	Professionals	SWD	M

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees and performs advanced-level finance, accounting and fiscal control functions. Oversees financial and strategic planning, accounting, and financial systems development. Assesses pending legislation, performs complex research and makes financial recommendations to management.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Three years of professional experience in a related area OR Associate's degree from an accredited college or university AND Four years of professional experience in a related area OR Six years of professional experience in general accounting, billing and collection systems and/or claims, Two years of which in a lead worker role.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP070	Billings Spec 1	Professional	Professional	Professionals	SWD	H

Job Summary

Under supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.

Entry Qualifications

High school diploma or GED AND One year of experience in billing, budget, or accounting activities.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP071	Billings Spec 2	Professional	Professional	Professionals	SWD	I

Job Summary

Under general supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.

Entry Qualifications

High school diploma or GED AND Two years of experience in billing, budget or accounting activities.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP072	Billings Spec 3	Professional	Professional	Professionals	SWD	J

Job Summary

Under broad supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.

Entry Qualifications

High school diploma or GED AND Two years of experience supervising staff responsible for billing, budget or accounting activities OR Three years of experience performing billing functions.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP073	Billings Spec Spv	Supervisor	Supervisor	Professionals	SWD	K

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the planning and management of the billing functions of a division or agency. Prepares and distributes invoices, manages third party payers, prepares claims and posts cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data.

Entry Qualifications

High school diploma or GED AND Five years of experience supervising staff responsible for billing, budget or accounting activities OR Two years of experience required at the lower level Billings Spec 3 (FIP072) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP080	Fiscal Policy Analyst 1	Professional	Professional	Professionals	SWD	J

Job Summary

Under supervision, reviews and analyzes budget requests and policy alternatives for assigned agencies.

Entry Qualifications

Bachelor's degree in business from an accredited college or university AND One year internship OR One year in a similar position or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP081	Fiscal Policy Analyst 2	Professional	Professional	Professionals	SWD	L

Job Summary

Under general supervision, reviews and analyzes budget requests and policy alternatives for assigned agencies and makes recommendations.

Entry Qualifications

Bachelor's degree in from an accredited college or university AND Two years of required experience at the lower level Fiscal Policy Analyst 1 (FIP080) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP082	Fiscal Policy Analyst 3	Professional	Professional	Professionals	SWD	N

Job Summary

Under broad supervision, reviews and analyzes budget requests and policy alternatives for assigned agencies and makes recommendations. May serve in a lead role.

Entry Qualifications

Master's degree in from an accredited college or university AND One year of experience required at the lower level Fiscal Policy Analyst 2 (FIP081) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP083	Fiscal Policy Analyst Spv	Supervisor	Supervisor	Professionals	SWD	O

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Reviews and analyzes budget requests and policy alternatives for assigned agencies and makes recommendations.

Entry Qualifications

Master's degree in business from an accredited college or university AND Five years of directly related experience.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP090	Financial Investment Analyst 1	Professional	Professional	Professionals	SWD	Q
Job Summary Under supervision, responsible for the preparation of financial assessments of capital investments. May develop computer models for the purpose of analyzing, forecasting and controlling financial data relating to investment alternatives and new projects. May prepare financial assessments/analysis in support of post investment reviews.			Entry Qualifications Bachelor's degree in accounting or finance from an accredited college or university AND One year of experience in financial analysis, budgeting, forecasting and financial modeling			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP091	Financial Investment Analyst 2	Professional	Professional	Professionals	SWD	R
Job Summary Under general supervision, responsible for preparation of financial assessments of capital investments. May develop computer models for the purpose of analyzing, forecasting and controlling financial data relating to investment alternatives and new projects. Prepares financial assessments/analysis in support of post investment reviews.			Entry Qualifications Bachelor's degree in accounting or finance from an accredited college or university AND Three years of experience in accounting, finance or related field.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP092	Financial Investment Analyst 3	Professional	Professional	Professionals	SWD	S
Job Summary Under broad supervision, delegates and monitors subordinates on the preparation of financial assessments of capital investments and allocates work. May develop computer models for the purpose of analyzing, forecasting and controlling financial data relating to investment alternatives and new projects. May prepare financial assessments/analysis in support of post investment reviews. May serve in a lead role and/or train staff.			Entry Qualifications Bachelor's degree in accounting or finance from an accredited college or university AND Five years of progressive analytical experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP101	Financial Reporting Analyst	Professional	Professional	Professionals	SWD	M
Job Summary Under supervision, applies accounting techniques to compile, analyze and document agencies financial data. Learns to summarize and report information for financial statements and quarterly or annual reports.			Entry Qualifications Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND One year of professional level experience in accounting and/or a closely related fiscal activity.			

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP102	Financial Reporting Mgr	Professional	Professional	Professionals	SWD	O

Job Summary

Manages the preparation and distribution of quarterly and annually issued financial reports. Responsible for managing the specialized use of accounting techniques to compile, analyze and document agencies financial data for financial statements and quarterly or annual reports. Recommends and implements accounting policies and procedures.

Entry Qualifications

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Four years of professional level experience in accounting and/or a closely related fiscal activity, Two years of which in a lead worker role.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP103	Financial Reporting Sr Mgr	Professional	Professional	Professionals	SWD	P

Job Summary

Directs the preparation and distribution of quarterly and annually issued financial reports. Oversee compliance with financial disclosures regulations issued by Governmental Accounting Standards Boards.

Entry Qualifications

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Five years of professional level experience in accounting and/or a closely related fiscal activity, Three years of which in a manager role.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP111	Out of State Auditor 1	Professional	Professional	Professionals	SWD	M

Job Summary

Under general supervision, develops, plans and evaluates internal audit programs for the State agency's accounting and statistical records and the activities of various entities to ensure compliance with the State of Georgia's policies, procedures and standards. Determines proper accountability of assets. Audits accounting records of contract agreements in which the State of Georgia business entity is involved. Prepares reports for management on the results of audits, providing recommendations on improvements. Interfaces with and assists outside auditors to expedite their work.

Entry Qualifications

Bachelor's degree in business from an accredited college or university AND Three years of internal auditing experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP112	Out of State Auditor 2	Professional	Professional	Professionals	SWD	N

Job Summary

Under broad supervision, works independently to develop, plan and evaluate audit programs for the State agency's accounting and statistical records and the activities of various entities to ensure compliance with the State of Georgia's policies, procedures and standards. Determines proper accountability of assets. Audits accounting records of contract agreements in which the State of Georgia business entity is involved. Prepares reports for management on the results of audits, providing recommendations on improvements. Interfaces with and assists outside auditors to expedite their work.

Entry Qualifications

Bachelor's degree in business from an accredited college or university AND One year of required experience at the lower level Out of State Auditor 1 (FIP111) or position equivalent.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP120	Financial Forensic Auditor 1	Professional	Professional	Professionals	LAW	LK

Job Summary

Under supervision, uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime. In a learning capacity, prepares spreadsheets and charts for presentations and courtroom testimony.

Entry Qualifications

Bachelor's degree in finance, accounting or a related field from an accredited college or university AND two basic and two intermediate or advanced accounting courses.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP121	Financial Forensic Auditor 2	Professional	Professional	Professionals	LAW	LL

Job Summary

Under general supervision, uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime and prepares spreadsheets and charts for presentations and courtroom testimony.

Entry Qualifications

Bachelor's degree in finance, accounting or a related field from an accredited college or university AND Two years of experience required at the lower level Financial Forensic Auditor 1 (FIP120) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP122	Financial Forensic Auditor 3	Professional	Professional	Professionals	LAW	LM

Job Summary

Under broad supervision, uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime. Prepares spreadsheets and charts for presentations and courtroom testimony.

Entry Qualifications

Bachelor's degree in finance, accounting or a related field from an accredited college or university AND Two years of experience required at the lower level Financial Forensic Auditor 2 (FIP121) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIP123	Financial Forensic Auditor 4	Professional	Professional	Professionals	LAW	LN

Job Summary

Under limited supervision, serves as subject matter expert (SME) and uses accounting, auditing, computer and investigative skills to assist in examining financial evidence of an alleged crime. Prepares spreadsheets and charts for presentation and courtroom testimony. May also serve in a lead role.

Entry Qualifications

Bachelor's degree in finance, accounting or a related field from an accredited college or university AND Four years of experience required at the lower level Financial Forensic Auditor 3 (FIP122) or position equivalent.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIS010	Finance Clerk 1	Support	Support/Admin	Office/Clerical	SWD	D

Job Summary

Under direct supervision, performs billing functions or claims processing, balances receipts or records, collects payments, records or posts financial and accounting data and compiles/maintains related documents. Reviews claims, billing, payroll or similar data for accuracy. Makes routine determinations regarding payments or claims, advises customers of payment status and provides related clerical support to assigned unit or function.

Entry Qualifications

High school diploma or GED.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIS011	Finance Clerk 2	Support	Support/Admin	Office/Clerical	SWD	E

Job Summary

Under general supervision, performs billing functions or claims processing, balances receipts or records, collects payments, records or posts financial and accounting data and compiles/maintains related documents. Reviews claims, billing, payroll or similar data for accuracy. Makes routine determinations regarding payments or claims, advises customers of payment status and provides related clerical support to assigned unit or function.

Entry Qualifications

High school diploma or GED AND One year of experience performing tasks that included filing, posting, completing forms and bookkeeping documents.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIS012	Finance Clerk 3	Support	Support/Admin	Office/Clerical	SWD	F

Job Summary

Under broad supervision, provides clerical support and financial processing for an assigned financial, tax or accounting related function. Prepares or analyzes data or statistics for reports, establishes or updates accounts, advises clients, prepares billing and financial reports and performs financial transactions and related bookkeeping functions for assigned area. May act as lead worker.

Entry Qualifications

High school diploma or GED AND Two years of related experience maintaining billing records, claims, statements and/or reports OR One year of experience required at the lower level Finance Clerk 2 (FIS011) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIS013	Finance Clerk Spv	Supervisor	Supervisor	Office/Clerical	SWD	G

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides clerical support and financial processing for an assigned financial, tax or accounting-related function. Prepares or analyzes data or statistics for reports, establishes or updates accounts, advises clients, prepares billing and financial reports and performs financial transactions and related bookkeeping functions for assigned area.

Entry Qualifications

High school diploma or GED AND Two years of related experience maintaining billing records, claims, statements and/or reports OR Two years of experience required at the lower level Finance Clerk 3 (FIS012) or position equivalent AND One year supervisory or training experience.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT010	Tax Examiner 1	Technician	Technician/Certified	Professionals	SWD	F
Job Summary Under direct supervision, trains to determine tax liability or collects taxes from individuals or business firms according to prescribed laws and regulations.			Entry Qualifications Associate's degree in accounting, bookkeeping or related area from an accredited college or university OR One year of related experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT011	Tax Examiner 2	Technician	Technician/Certified	Professionals	SWD	G
Job Summary Under general supervision, determines tax liability or collects taxes from individuals or business firms according to prescribed laws and regulations.			Entry Qualifications Associate's degree in accounting, bookkeeping or related area from an accredited college or university OR Two years of related experience in the examination, preparation or auditing of tax documents OR One year of experience required at the lower level Tax Examiner 1 (FIT010) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT012	Tax Examiner 3	Technician	Technician/Certified	Professionals	SWD	I
Job Summary Under broad supervision, provides advanced level technical support to determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations. May act as lead worker.			Entry Qualifications Bachelor's degree in a related area from an accredited college or university AND Two years of related experience OR Three years of experience in the examination, preparation and/or audit of tax documents OR Two years of experience required at the lower level Tax Examiner 2 (FIT011) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT013	Tax Examiner Spv	Supervisor	Supervisor	Professionals	SWD	J
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the examination, processing, assessment, collection, auditing of taxes and/or provides loan default counseling for individuals or business firms according to prescribed laws and regulations. Plans work of assigned staff.			Entry Qualifications Bachelor's degree in a related area from an accredited college or university AND Four years of related experience OR Four years of experience in the examination, preparation, and/or audit of tax documents OR One year of experience required at the lower level Tax Examiner 3 (FIT012) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT020	Financial Ops Generalist 1	Technician	Technician/Uncertified	Office/Clerical	SWD	G
Job Summary Under direct supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related general accounting processes.			Entry Qualifications Associate's degree in a business curriculum or related field from an accredited college or university OR High school diploma or GED AND Two years of experience performing accounting and/or fiscal control functions.			

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT021	Financial Ops Generalist 2	Technician	Technician/Uncertified	Office/Clerical	SWD	H

Job Summary

Under general supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related general accounting processes.

Entry Qualifications

Associate's degree in a business curriculum or related field from an accredited college or university AND One year of experience performing accounting and/or fiscal control functions OR High school diploma or GED AND Three years of experience performing accounting and/or fiscal control functions.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT022	Financial Ops Generalist 3	Technician	Technician/Uncertified	Office/Clerical	SWD	I

Job Summary

Under broad supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related processes. Provides customer service and technical program support for an accounting office or related financial function. May act as lead worker.

Entry Qualifications

Bachelor's degree in a business curriculum or related field from an accredited college or university OR Associate's degree in a business curriculum or related field from an accredited college or university AND Two years of experience performing accounting and/or fiscal control functions OR High school diploma or GED AND Four years of experience performing accounting and/or fiscal control functions OR One year of experience required at the lower level Financial Ops Generalist 2 (FIT021) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT023	Financial Ops Generalist Spv	Supervisor	Supervisor	Office/Clerical	SWD	J

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related processes.

Entry Qualifications

Bachelor's degree in business or related field from an accredited college or university AND One year of experience performing accounting and/or fiscal control functions OR Associate's degree in business or related field from an accredited college or university AND Three years of experience performing accounting and/or fiscal control functions OR High school diploma or GED AND Five years of experience, Three years of which as a lead worker/team leader, performing accounting and/or fiscal control functions OR One year of experience required at the lower level Financial Ops Generalist 3 (FIT022) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT030	Billing Clerk 1	Technician	Technician/Uncertified	Office/Clerical	SWD	D

Job Summary

Under direct supervision, performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.

Entry Qualifications

High school diploma or GED AND any bookkeeping experience in an office environment.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT031	Billing Clerk 2	Technician	Technician/Uncertified	Office/Clerical	SWD	E

Job Summary

Under general supervision, performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.

Entry Qualifications

High school diploma or GED AND Two years of bookkeeping experience in an office environment.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT032	Billing Clerk 3	Technician	Technician/Uncertified	Office/Clerical	SWD	F

Job Summary

Under broad supervision, performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures. May act as lead worker.

Entry Qualifications

High school diploma or GED AND Three years of billing/bookkeeping experience, One year of which in a team lead/supervisory role OR One year of experience required at the lower level Billing Clerk 2 (FIT031) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT033	Billing Clerk Spv	Supervisor	Supervisor	Office/Clerical	SWD	G

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs a variety of billing functions that includes the preparation and distribution of invoices, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.

Entry Qualifications

High school diploma or GED AND Six years of billing/bookkeeping experience, One year of which in a team lead/supervisory role OR One year of experience required at the lower level Billing Clerk 3 (FIT032) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT040	Claims Examiner 1	Technician	Technician/Uncertified	Office/Clerical	SWD	G

Job Summary

Under direct supervision, reviews, evaluates and processes claims or related transactions, using applicable laws, rules and program regulations to determine basic compensability, liability, or eligibility for reimbursement, or to process predetermined monetary claims. Prepares documents initiating payment or settlement of claims, compiles reports and program documentation, and responds to customers or claimants.

Entry Qualifications

Associate's degree from an accredited college or university OR High school diploma or GED AND One year of job related experience.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT041	Claims Examiner 2	Technician	Technician/Uncertified	Office/Clerical	SWD	H

Job Summary

Under general supervision, reviews, evaluates and processes claims or related transactions using applicable laws, rules and program regulations to determine basic compensability, liability or eligibility for reimbursement or to process predetermined monetary claims. Prepares documents initiating payment or settlement of claims, compiles reports and program documentation and responds to customers or claimants.

Entry Qualifications

Associate's degree from an accredited college or university AND One year of related experience OR High school diploma or GED AND Two years of job related experience OR One year of experience required at the lower level Claims Examiner 1 (FIT040) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT042	Claims Examiner 3	Technician	Technician/Uncertified	Office/Clerical	SWD	I

Job Summary

Under broad supervision, reviews, investigates and evaluates claims or related data using applicable laws, rules and program regulations to determine eligibility for reimbursement, liability or financial compensation. Provides program-related research, statistical analysis, performs investigations or audits and/or provides assistance to claimants. May serve as lead worker.

Entry Qualifications

Associate's degree from an accredited college or university AND Two years of related experience OR High school diploma or GED AND Three years of job related experience OR One year of experience required at the lower level Claims Examiner 2 (FIT041) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT043	Claims Examiner Spv	Supervisor	Supervisor	Office/Clerical	SWD	J

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Reviews, investigates and evaluates claims or related data using applicable laws, rules and program regulations to determine eligibility for reimbursement, liability or financial compensation. Provides program related research, statistical analysis, performs investigations or audits and/or provides assistance to claimants.

Entry Qualifications

Associate's degree from an accredited college or university AND Four years of related experience OR High school diploma or GED AND Five years of job related experience OR Two years of experience required at the lower level Claims Examiner 3 (FIT042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT050	Payroll Tech 1	Technician	Technician/Uncertified	Office/Clerical	SWD	G

Job Summary

Under direct supervision, collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area.

Entry Qualifications

High school diploma or GED AND One year of payroll, clerical or related experience.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT051	Payroll Tech 2	Technician	Technician/Uncertified	Office/Clerical	SWD	H
Job Summary Under general supervision, collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area.			Entry Qualifications High school diploma or GED AND Two years of payroll, clerical or related experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT052	Payroll Tech 3	Technician	Technician/Uncertified	Office/Clerical	SWD	I
Job Summary Under broad supervision, collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area. May serve as lead worker.			Entry Qualifications High school diploma or GED AND Three years of payroll, clerical or related experience OR One year of experience required at the lower level Payroll Tech 2 (FIT051) or position equivalent.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT053	Payroll Tech Spv	Supervisor	Supervisor	Office/Clerical	SWD	J
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Collects, codes, verifies and processes payroll information and related transactions. Answers questions from customers, government agencies and payroll administration companies. Maintains records and files and provides technical support to assigned area.			Entry Qualifications Bachelor's degree in business or related field from an accredited college or university OR Associate's degree in related field from an accredited college or university AND Two years of payroll or related accounting experience OR Five years of payroll or related accounting experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT060	Revenue Agent 1	Technician	Technician/Uncertified	Paraprofessionals	SWD	G
Job Summary Under direct supervision, learns to investigate individuals, partnerships, and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department. Establishes liability and ensures accurate collection or prepares assessment based on taxpayer records.			Entry Qualifications Associate's degree in accounting, bookkeeping or related area from an accredited college or university AND passing score on the Revenue Agent Test OR One year of experience in accounting, bookkeeping, auditing, tax, law, collections or a related area AND passing score on the Revenue Agent Test.			

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT061	Revenue Agent 2	Technician	Technician/Uncertified	Paraprofessionals	SWD	I

Job Summary

Under general supervision, Investigates individuals, partnerships, and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department. Establishes liability and ensures accurate collection, or prepares assessment based on taxpayer records.

Entry Qualifications

Associate's degree in accounting, bookkeeping or related area from an accredited college or university AND passing score on the Revenue Agent Test OR Two years of experience in accounting, bookkeeping, auditing, tax, law, collections or a related area AND passing score on the Revenue Agent Test OR One year of experience required at the lower level Revenue Agent 1 (FIT060) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT062	Revenue Agent 3	Technician	Technician/Uncertified	Professionals	SWD	J

Job Summary

Under broad supervision, delegates and monitors subordinates on the investigating of individuals, partnerships and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department and allocates work. Establishes liability and ensures accurate collection or prepares assessment based on taxpayer records. May serve as lead or train staff.

Entry Qualifications

Bachelor's degree in business administration or a related area from an accredited college or university AND Two years of experience in accounting, bookkeeping, auditing, tax, law, collections or a related area AND passing score on the Revenue Agent Test OR Three years of experience in accounting, bookkeeping, auditing, tax, law, collections or a related area AND passing score on the Revenue Agent Test OR Two years of experience required at the lower level Revenue Agent 2 (FIT061) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT063	Revenue Agent Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs subordinates on the investigating of individuals, partnerships and/or corporations through computer inquiry, visual review of records, telephone, correspondence and/or personal contact to determine and ensure compliance with registration, reporting and payment requirements of the Revenue Department and allocates work. Establishes liability and ensures accurate collection or prepares assessment based on taxpayer records.

Entry Qualifications

Bachelor's degree in business, accounting or finance from an accredited college or university AND Four years of related experience in accounting, bookkeeping, auditing, tax, law, collections AND passing score on the Revenue Agent Test OR Four years of experience in the examination, preparation and/or audit of tax documents AND passing score on the Revenue Agent Test OR One year of experience required at the lower level Revenue Agent 3 (FIT062) or position equivalent.

Job Code Catalog: Financial

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT070	Retirement Specialist 1	Professional	Professional	Professionals	SWD	H

Job Summary

Under direct supervision, processes and maintains records for both member and retiree accounts. May determine eligibility and prepares service, disability and death retirement estimates for members. May process, reconcile and balance member salaries and contributions from reporting agencies. May initially process retirement documents from members and retirees.

Entry Qualifications

Bachelor's degree in business, accounting or finance from an accredited college or university.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT071	Retirement Specialist 2	Professional	Professional	Professionals	SWD	I

Job Summary

Under general supervision, processes and maintains records for both member and retiree accounts. May determine eligibility and prepares service, disability and death retirement estimates for members. May process, reconcile and balance member salaries and contributions from reporting agencies. May initially process retirement documents from members and retirees.

Entry Qualifications

Bachelor's degree in business, accounting or finance from an accredited college or university OR One year of experience required at the lower level Retirement Specialist 1 (FIT070) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT072	Retirement Specialist 3	Professional	Professional	Professionals	SWD	J

Job Summary

Under broad supervision, delegates and monitors subordinates on the processing and maintaining records for both member and retiree accounts and allocates work. May determine eligibility and prepares service, disability and death retirement estimates for members. Processes, reconciles and balances member salaries and contributions from reporting agencies. Processes retirement documents from members and retirees. May serve as lead or train staff.

Entry Qualifications

Bachelor's degree in business, accounting or finance from an accredited college or university AND Three years of experience in a related field.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
FIT073	Retirement Specialist Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs and manages staff on the overall processing and maintaining of records for both member and retiree accounts.

Entry Qualifications

Bachelor's degree in business, accounting, or finance from accredited college or university AND Seven years of experience in a related field, Two years of which as a lead worker.